

**BOARD FOR CONTRACTORS COMMITTEE
MEETING DRAFT MINUTES**

The Board for Contractors Committee (“the Committee”) met on **Monday, April 13, 2015**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia. The following Committee members were present:

Herbert J. Dyer, Jr., Chairman
Jeffery Hux
E. G. Middleton, III-arrived at 2:14 pm
Jeffrey Mitchell
Michael Redifer

Bailey Dowdy and D. Todd Vander Pol were absent.

The following DPOR staff members were present for all or part of the meeting:

Eric Olson, Executive Director
Jay DeBoer, Director
Mark Courtney, Sr. Director for Regulatory & Public Affairs
Mindy Spruill, Regulatory Boards Administrator
Adrienne Mayo, Regulatory Boards Administrator
Sheila Watkins, Administrative Assistant, Compliance Specialist
Wendy Duncan, Education Specialist

Chairman Dyer called the meeting to order at 2:07 P.M.

Call To Order

The Meeting Agenda was approved unanimously. Motion made by **Mr. Redifer**, seconded by **Mr. Mitchell**. Members voting “yes” were: **Dyer, Hux, Mitchell, and Redifer**. **Dowdy, Middleton, and Vander Pol** were absent.

Approval of Agenda

The Minutes from the March 2, 2015 Committee meeting were adopted as final by unanimous vote. Motion made by **Mr. Redifer**, seconded by **Mr. Mitchell**. Members voting “yes” were: **Dyer, Hux, Mitchell, and Redifer**. **Dowdy, Middleton, and Vander Pol** were absent.

Minutes Adopted

There was no public comment.

Public Comment

Adrienne Mayo Regulatory Board Administrator addressed the Board.

Education Provider Applications

Education Provider Applications*

Applications for proposed education providers and courses were reviewed and the Committee’s recommendations are as follows:

Education Provider Applications

Mrs. Mayo shared that staff recommends approval for **American Electrical Institute** – Electrical Correspondence and online Class courses.

American Electrical Institute

After discussion, and a motion by **Mr. Mitchell**, seconded by **Mr. Hux**, the Committee approved American Electrical Institute as a provider for – Electrical Correspondence and online courses. Motion approved by unanimous vote. Members voting “yes” were: **Dyer, Hux, Mitchell, and Redifer**. **Dowdy Middleton, and Vander Pol** were absent.

Mrs. Mayo shared that staff recommends retro-active approval to February 2015 for **Virginia Water Well Association** Continuing Education classroom course. This is for 8 hours Vocational training and 8 hours for CE. This is a 2-day attendance requirement.

Virginia Water Well Association

After discussion a motion was offered by **Mr. Mitchell**, seconded by **Mr. Redifer**, to accept staff recommendation for retroactive approval for the 2 day attendance requirement 8 hours for Vocational training and 8 hours for CE. Motion approved by unanimous vote. Members voting “yes” were: **Dyer, Hux, Mitchell, and Redifer. Dowdy, Middleton, and Vander Pol** were absent.

Mr. Middleton arrived at 2:14 pm.

Board member arrival

Mrs. Mayo shared that staff recommends approval for **Maryland Delaware Water Well Association** Continuing Ed classroom CE retro-active to February 2015 for 8 hours for Vocational training and 8 hours for CE (2 day attendance requirement).

Maryland Delaware Water Well Association

After discussion a motion was offered by **Mr. Hux**, seconded by **Mr. Redifer**, to approve Maryland Delaware Water Well Association Continuing Ed classroom CE retro-active to February 2015 for 8 hours for Vocational training and 8 hours for CE (2 day attendance requirements).

The vote was unanimous. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton and Redifer. Dowdy and Vander Pol** were absent.

Mrs. Mayo shared that staff recommends approval for **My Plumber Heating & Cooling t/a My Plumber Academy – Vocational Training** Gas Fitting – 250 hours and Plumbing – 250 hours classroom and online courses.

My Plumber Heating & Cooling t/a My Plumber academy

There was discussion. After discussion **Mr. Hux** offered a motion seconded by **Mr. Redifer** to adopt the Staff’s recommendation and approve the 2 courses for classroom and online.

The vote was unanimous. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer. Dowdy and Vander Pol** were absent.

Mrs. Mayo shared that staff recommends retro approval to November 2014 for **Virginia Department of Corrections** Continuing Education classroom course be approved for 4 courses: ELE, GFC, HVA, and PLB. After discussion **Mr. Mitchell** offered a motion seconded by **Mr. Hux** to adopt the Staff’s recommendation and approve **Virginia Department of Corrections** for classroom Continuing Education retro-active to November 2014 for 4 courses: ELE, GFC, HVA, and PLB.

Virginia Department of Corrections

The vote was unanimous. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer. Dowdy and Vander Pol** were absent.

Mrs. Mayo shared that staff recommends **Fortis College** 16 HVA classroom courses be approved. After discussion **Mr. Mitchell** offered a motion seconded by **Mr. Redifer** to adopt the Staff’s recommendation and approve Fortis College for 16 HVA classroom courses.

Fortis College

The vote was unanimous. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer. Dowdy and Vander Pol** were absent.

Mrs. Mayo shared that staff recommends **Contractor Institute** pre license online course be approved. Security measures have been addressed as requested by the Board. After discussion **Mr. Mitchell** offered a motion seconded by **Mr. Hux** to adopt the Staff’s recommendation and approve Contractor Institute for pre license online course as currently submitted with enhanced security measures.

Contractor Institute

The vote was unanimous. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer. Dowdy and Vander Pol** were absent.

Mrs. Mayo shared with the Committee that representatives were present and she wanted them to address the Committee concerning this matter. Mr. Mark Jackson addressed the Committee Members and spoke about BPI and RESNET and their requirements. He also touched on certifications, credentials and interstate renewable programs. He shared information on the requirements and the benefits that Community Housing Partners DBA Energy Solutions has to offer. Mr. Mitchell offered a motion that was seconded by Mr. Redifer to approve **Community Housing Partners DBA Energy Solutions** as a

Community Housing Partners DBA Energy Solutions

certifying organization for Residential Building Energy Analysts and to request that staff draft guidelines and present applying standards for Board review at the next meeting.

The vote was unanimous. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer.** **Dowdy and Vander Pol** were absent.

There was no old business.

Old Business

New Business

New Business

Extension of Regulatory Time Standards

The Committee reviewed and discussed a memorandum from **Eric L Olson**, Executive Director concerning requests from applicants and licensees for extension of regulatory time standards. These include, but are not limited to requests for extension of the reinstatement period, renewal “grace” period, examination application expiration dates, and application expiration dates. The Committee talked about the system having a built in allowance for holidays. Also Regulants are allowed to renew up to 60 days prior to expiration. It was noted that: if an extension is requested/required due to the fault of the Department, staff should grant an extension; for instances where the Department was not at fault, no extension shall be granted. **Mr. Redifer** offered a motion seconded by **Mr. Middleton** to recommend to the Board that no additional extension of Regulatory Time Standards is needed at this time. The motion passed with a unanimous “yes” vote. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer.** **Dowdy and Vander Pol** were absent.

**Extension of
Regulatory Time
Standards**

Substantial Equivalency-Arizona Plumbing CR-37 Exam

The Committee reviewed the handout on the Arizona Plumbing CR-37 exam and compared it to the Virginia Plumbing (Master and Journeyman) exam. During discussion it was noted that the Committee members feel the Arizona and Virginia exams for Plumbing are equivalent. Mr. Hux offered a motion seconded by Mr. Mitchell to recommend that the Board adopt Arizona’s Plumbing CR-37 exam as equivalent to Virginia’s Plumbing (Master and

**Substantial
Equivalency-Arizona
Plumbing Exam**

Journeyman) exam. The motion was adopted with a unanimous vote. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer.** **Dowdy and Vander Pol** were absent.

Regulatory Review-Commercial Building (Final)

The Committee reviewed its proposed regulatory package for the addition of the commercial building classification. There was one comment received during the proposed public comment period from VBCOA Region 8, relating concerns that the proposed language would allow residential building contractors and home improvement contractors to perform an unlimited scope of work within existing multi-family buildings. Ms. Spruill explained to the Committee that this particular issue was identified and the recommended final language addresses this concern and amendments recommended by staff would eliminate this issue. A recommended response to VBCOA Region 8 was presented by Ms. Spruill. Mr. Mitchell offered a motion, seconded by Mr. Middleton to recommend that the Board adopt the recommended response, which is published with the final regulations on the Virginia Town Hall. The motion was adopted with a unanimous vote. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer.** **Dowdy and Vander Pol** were absent.

The Committee then discussed the adoption of the amended proposed regulations as final. Mr. Mitchell offered a motion seconded by Mr. Redifer to recommend that the Board adopt the proposed regulations, as adopted, as final. The motion was adopted with a unanimous vote. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer.** **Dowdy and Vander Pol** were absent.

Regulatory Review-RBEA firms (Final)

The Committee reviewed the Proposed Residential Building Energy Analysts-Firms Regulations. After discussion Mr. Mitchell offered a motion seconded by Mr. Redifer that the Committee recommends that the Board adopt the proposed regulations as final. The motion was adopted with a unanimous vote. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer.** **Dowdy and Vander Pol** were absent.

Regulatory Review-RBEA individuals (Final)

Regulatory Review- Commercial Building (Final)

Regulatory Review— RBEA firms (Final)

Regulatory Review-

RBEA individuals
(Final)

The Committee reviewed the proposed Residential Building Energy Analysts-Individuals Regulations. After the discussion Mr. Redifer offered a motion seconded by Mr. Mitchell that the Committee recommends that the Board adopt the proposed regulations as final. The motion was adopted with a unanimous vote. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer.** **Dowdy and Vander Pol** were absent.

Policy Review-Investigation of complaints/revoked licenses

The Committee reviewed and discussed a memorandum from Eric L Olson, Executive Director concerning the March 2015 Board meeting’s public comments from Mr. Ellwood Ray Johnson concerning the Board’s policy regarding the investigation of complaints against Regulators that have had their license revoked. After additional discussion Mr. Middleton offered a motion seconded by Mr. Redifer that the Committee recommends to the Board not to rescind or amend the Board’s current policy in regards to this matter. The motion passed with a unanimous “yes” vote. Members voting “yes” were: **Dyer, Hux, Mitchell, Middleton, and Redifer.** **Dowdy and Vander Pol** were absent.

Policy Review-
Investigation of
complaints/revoked
licenses

Education Provider Seminar

Mrs. Mayo provided the Committee with a date for the Education Provider Seminar. It will be held on June 26, 2015 here at the Department of Professional and Occupational Regulations.

No action was required by the Committee.

Education Provider
Seminar

The next Committee Meeting will be held on Monday, **June 1, 2015**

Next Meeting

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Mr. Mitchell offered a motion seconded by **Mr. Dyer**, the Committee unanimously voted to adjourn the meeting at 3:32 p.m.

Adjourn

Herbert J. Dyer, Jr., Chairman

Date